***HENDRIX_LOGO_K***

Sabbatical and Externally-Funded Leaves

*A completed copy of this form should be delivered to Office of Academic Affairs on or before the date indicated below to be considered for the next academic year.*

Name of faculty member:

Date submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of leave: \_\_\_\_\_ Sabbatical Leave--submit by November 1

                          \_\_\_\_\_ Externally-Funded Leave--submit by January 10

Beginning and ending dates of requested leave:

|  |  |
| --- | --- |
| Prior ranks held | Dates (from/to) |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Past Sabbatical Leaves | |
| From | To |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Past Leaves of Absence | |
| From | To |
|  |  |
|  |  |
|  |  |

Sabbatical and Externally-Funded Leave, page 2

If you anticipate applying for a Faculty Project Grant, please indicate the amount you will be requesting:

Detailed description of activities, expected outcomes, and expected date of completion of the project (attach extra pages as needed):

Statement relating this proposal to scholarly and professional development and the benefits to students, the faculty member, the department, and the College (attach extra pages as needed):

Statement of the impact on the department and arrangements for replacement staffing (attach extra pages as needed):

Signature of Applicant Date

Signature of Department Chair Date

Action of Committee on Faculty

Action of Committee on Faculty Grants (if appropriate)